

Listening Effectively: Table of Contents & Instructions

This module will cover the basic, fundamental skills of listening effectively. Two formats are available: online SCORM (M7_OnlineModule.zip) and face-to-face instruction (M7_F2FCurriculum.zip). These are best used as a lesson in your course but can also be used as a supplemental activity or lecture. You may use as much or as little of the content as desired.

Further, this module is designed to be communications-intensive and requires the submission of multiple written assignments. We suggest that instructors use a peer-reviewing program, such as Peerceptiv (<https://peerceptiv.com/>), to promote deeper learning and engagement with course content as students submit reviews of peers' assignments. Other similar programs are available online, and your institution may provide a subscription. Check with your institution's help desk for more information.

The online module takes approximately 2 hours to complete. Before completing the online module, we highly suggest that students watch a brief orientation video at <https://vimeo.com/478706875/>.

Learning Outcomes: By the end of this module, students should be able to:

- Identify elements of effective listening.
- Use critical thinking concepts by listening for keywords and concepts in oral discussions.
- Compare complex agricultural issues using keywords and concepts from oral discussions.

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Module Contents

The following items are included in this Teaching Materials section:

1. Table of Contents & Instructions (.pdf)
2. SCORM file package (.zip)
3. F2F file package (.zip)
 - a. Introduction/Full Written Curriculum
 - b. PowerPoints and Videos folder
 - Lectures 1-4
 - Videos 1-6
 - c. Handouts folder
 - Lecture Slides
 - Avoid Leading Questions
 - Empathetic Listening Strategies
 - Logical Fallacies
 - Listening: Our most used communication skill
 - Listening to Instructions
 - What is listening?
 - References
 - d. Assignments/Activities folder
 - Pre Quiz
 - Module Quiz
 - Module Worksheet
 - Case Studies Worksheet
 - Post Quiz

Instructions for Face-to-Face Curriculum Use

1. Download and unzip the file package named “M7_F2FCurriculum”.
2. Open the PDF document titled “Introduction (Read First)”. This full written curriculum includes a checklist of all components (handouts, activities, lectures, and videos) and contains cues indicating where each component should be used in the curriculum.
3. Follow instructions to select the content you would like to teach. You may use as little or as much of the curriculum as desired.
4. Answer Keys and Grading Rubrics are provided in the OAKTrust Faculty Teaching Materials Instructor-Only area.

Instructions for Online Module Use

If you have questions about uploading this module, please contact your learning management system helpdesk for support.

1. Before uploading this module to your course, you must choose which activities your learners will complete and submit. Be sure to share this information with your students: the module will instruct learners to “follow your course instructor’s guidelines for submitting this assignment”. Learners may have the option to choose from the three disciplines provided or can be instructed to use only one option (i.e., “Complete the Plant Science scenarios only”).
2. Answer Keys and Grading Rubrics for the following activities are provided in the OAKTrust Faculty Teaching Materials Instructor-Only area.
 - Module Worksheet
 - Case Studies Worksheet: Animal, Plant, and Poultry Science options provided.
 - Module Quiz Answer Key
 - Pre Quiz Answer Key
 - Post Quiz Answer Key
3. Download and do not unzip the file package named “M7_OnlineModule”. Follow the guidance of your IT helpdesk or learning management system support team to upload the file package.
4. The following description may be used in your course to provide context and notes to students: *Without effective listening, messages might be misunderstood. Therefore, employers look for potential graduates who can listen effectively and identify keywords and concepts needed to make informed decisions. You should be sure to answer questions within the module to the best of your ability, as they will determine your grade for this module. Also, be sure to complete the following assignments [edit list as desired]: Pre Quiz, Post Quiz, Module Worksheet, and Case Studies Worksheet. For the Case Studies Worksheet, you [may choose from all three scenarios provided | should complete the Animal/Plant/ Poultry Science scenario only].*